E2Virginia Access Request Form- Non-DDP Employees

To request electronic access to the e2Virginia system, please follow the following steps:

☐ Complete and fax this form to VDH at (804)864-7983.

☐ Submit a **signed** Data Security & Confidentiality Guidelines "**Verification of Receipt and Assurance of Key Requirements for non-DDP Personnel**". ****Your request will not be approved without a signed certificate of receipt. ****

- ▪ For a copy of the Data Security & Confidentiality Guidelines, please go to:
  http://www.vdh.virginia.gov/epidemiology/DiseasePrevention/documents/pdf/DDP_Security_and_Confidentiality_Policies_and_Procedures.pdf
- ▪ Agencies are required to notify the Division of Disease Prevention at VDH of users who are no longer with the agency within one business day so access to e2Virginia can be terminated.

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e2Virginia Access Request

Action Requested: ☐ Add User   ☐ Remove User

Date of Request:_____

User Name:_____

User Title/Role:_____

Agency Name:_____

User Email:_____

User Phone Number:_____

Specific Need for Access: _____

Supervisor Name:_____

Supervisor Signature:_____

Check here for level of requested access: ☐ Agency User/Data Entry   ☐ Agency Administrator

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VDH Administration Use Only:

Action:
☐ Add User   ☐ Remove User   ☐ Disapproved

Signature/Date:_____

Role: ☐ Agency User   ☐ Agency Administrator   ☐ VDH User   ☐ VDH Administrator

Notes:

Updated October 27, 2017